



Lewis & Clark County 4-H Volunteer Position Description



Title: 4-H Project Volunteer Leader

Mission of Montana 4-H: The mission of Montana 4-H is to educate youth and adults through positive youth development for living in a global and ever-changing world by using the resources of the Land Grant Universities and the U.S. Department of Agriculture.

Montana 4-H uses educational, learning-by-doing projects, club meetings, community service projects, events, and activities for young people and adults as they work toward attaining these five LIFE SKILLS:

- ✿ Fostering positive self-concept
- ✿ Learning decision-making and responsibility for choices
- ✿ Developing an inquiring mind
- ✿ Relating to self and others
- ✿ Acquiring a concern for communities — local and global

Purpose: Coordinate and conduct a series of educational experiences which will enable the 4-H member(s) to learn and build life skills through project work.

Time Commitment: A minimum of six hours of contact with a member and/or group is necessary for members to begin to master skills. The time commitment will vary depending on the time availability of the volunteer. Some project leaders meet with their project members once a month most of the year. Others meet with members only a couple months of the year with more regular meetings. Also consider the time spent preparing, during Fair and communicating with members outside of meetings. Work with the County Agent to find a level of commitment that fits your comfort level and availability. Leaders are asked to complete a term of one year with consecutive terms encouraged.

Short Term Impact: Youth learn and master specific skills.

Long-term Impact: Adults exercise influence over the lives of youth through mastery of skills youth develop life skills such as goal setting, decision-making and problem solving.

Responsibilities:

- ✿ Work with County Agent to develop an educational plan for the county program in the project area using the experiential learn model (learn-by-doing).
- ✿ Provide a safe learning environment for youth both physically and emotionally.
- ✿ Recruit resource leaders to assist with the project as needed.
- ✿ Be a coach, teacher and mentor while allowing youth to complete their own work, make mistakes and learn. Give support and positive feedback as well as constructive criticism.
- ✿ Partner with youth to determine the needs of the project area and to implement workshops as needed.
- ✿ Plan special events or activities if applicable related to the project (i.e. Grand Foods, Photo Show, Fashion Review, Livestock Taggings, etc.).

- ✿ Participate and provide guidance in countywide project related committees as applicable (i.e. Outdoor Committee, Indoor Committee, Shooting Sports, etc.).
- ✿ Serve as a 4-H Superintendent for the project area during Fair which may include contacting a judge(s), assisting with interview judging or shows, helping setup indoor or outdoor exhibit areas, and helping take down after Fair.

Qualifications

- ✿ Become officially enrolled as a 4-H Volunteer in the County. (Fill out an application and complete background check.) Each consecutive year as a leader, complete the 4-H Volunteer Background Update Form.
- ✿ Enjoy working with youth.
- ✿ Be dedicated to teaching project related skills or willing to reach out into the community to find resources to give youth positive learning experiences.
- ✿ Have access to transportation and telephone. Internet and email access is very beneficial.
- ✿ Be willing to participate in development opportunities when available.
- ✿ Embrace the mission of 4-H and work within the guidelines of Montana State University Extension, Montana 4-H, and the Lewis & Clark County 4-H program.

Benefits

- ✿ Enjoy the successes of youth as they learn new skills.
- ✿ Develop relationships with 4-H members and leaders.
- ✿ Influential in developing the educational program for youth in 4-H.
- ✿ Share knowledge and skills with others that share the same interests.
- ✿ Recognition for work toward fulfilling the mission and vision of 4-H which may be in the form of publicity, thank you tokens, certificates, plaques or awards.
- ✿ Training opportunities to further knowledge and skills.



Supervision: Project Leaders are accountable to Montana State University Extension, through the local County Agent(s) and the Lewis & Clark County 4-H Council for their activities and finances. 4-H volunteers are expected to abide by the behavior standards established by Montana 4-H and to conduct themselves as positive role models for youth.

Funding for Activities: Some base funding may be available for activities. Work with the Council President, Foundation Board and Extension Agent to determine funds available for project work. Additionally, it may be appropriate to do additional fundraising, grant writing or establish project dues to make project work possible depending on desired activities.

Resources and Training Available

- ✿ County, district and state leader trainings and workshops.
- ✿ State and regional conferences for 4-H volunteers.
- ✿ Orientation for volunteers.
- ✿ Extension staff to listen to ideas to help improve the 4-H program.
- ✿ Access to curriculum, newsletters and other resource materials to assist with project work.